

Toyndbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL

Appointment
of
Guidance Manager - Hub

Contact Details:

Tel: 023 80269026

Email: recruitment@toyndbee.hants.sch.uk

Website: www.toyndbee.hants.sch.uk/vacancies

Application Details

I have enclosed with this pack the following details:

- The Pastoral Team
- FAQs
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toyndbee School website. See link: www.toyndbee.hants.sch.uk/vacancies

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

The Pastoral Team

Core purpose of the Pastoral Team is to ensure that pupils are safe, happy and supported to achieve their potential.

Deputy Headteacher - Responsible for the leadership and oversight of all Pastoral, Safeguarding and Inclusion functions within the school.

Assistant Headteachers - Each responsible for the strategic leadership of pupil behaviour, attendance, standards and expectations in Key Stage 3 and Key Stage 4.

Hub Leader - Responsible for the leadership of the on-site Hub supporting pupils at risk of suspension, disengaged from their education or struggling to build positive relationships with their peers and adults

Hub Learning Support Assistant (LSA) - Responsible for supporting teachers, staff and pupils and ensuring the smooth running of the Hub.

Guidance Managers (Year Leaders) - The Guidance Managers are each responsible for the leadership of their own Year Group. They are based in their own office in different parts of the school.

Guidance Managers (Attendance) – The Attendance Guidance Managers are responsible for managing the ‘Lodge’ pupil support unit, focused on improving attendance for Emotional Based School Avoidance (EBSA) pupils, those pupils that are persistently absent pupils, re-integrating pupils to school and enacting safeguarding procedures as appropriate.

Vulnerable Pupil Coordinator - Responsible for Looked After, Post Looked After and Dual Registered Pupils. In addition, responsible for safeguarding, external agency liaison and Alternative Provision.

Pastoral Coordinator - Responsible for providing operational support for the Pastoral team. This includes supporting the Pastoral Team with all aspects relating to safeguarding, pupil behaviour and well-being.

Pastoral Assistant – Responsible for providing support for the Pastoral team. This includes oversight of the daily Pupil Response system and supporting the Teachers, Guidance Managers and SLT with pupil and parental communication, helping to ensure the smooth functioning of the Pastoral team.

Pastoral Administrator - Responsible for providing administrative support to the Pastoral team. This includes maintaining all pupil records, processes and systems, preparing letters and undertaking communications with staff, parents and other agencies and helping to ensure the smooth functioning of the Pastoral team.

Guidance Manager (Hub) FAQs

Q) What is the Hub?

A) The Hub is our on-site Pupil Support Unit, supporting pupils that are at risk of suspension, disengaged from their education or struggling to build positive relationships with their peers and adults.

Q) Which pupils will be based in the 'Hub'?

A) The aim of the Hub is to re-engage pupils in their education, recognising that not every pupil is the same and some require alternative ways to access their learning. Our pupils see the Hub as a place of safety, where they can build relationships with each other and with trusted adults, when they have previously found this more difficult.

Q) What would a normal day look like as the Guidance Manager for the Hub?

A) Mornings would be focused on working with a small (revolving half termly) cohort of Key Stage 3 pupils, running their breakfast club and leading their tutor time sessions on aspects of Personal Development (PSHCE).

The afternoon session would be focused on supporting a small group of Key Stage 4 pupils (between 4-8 pupils), supervising the pupils while they work through their Entry Pathways qualifications, facilitating PE sessions, supervising break/lunch times, whilst also working alongside our teaching staff to support the pupils with their Core GCSEs.

Q) How many pupils would I be responsible for?

A) Whilst there is no set amount, the Hub groups are specifically kept small to maximise adult-pupil ratio and interaction time.

Q) Will I be speaking to parents?

A) Yes, absolutely! All pupils at Toynbee have a 'key adult' to turn to, and you would be the 'Guidance Manager' for the pupils in the Hub, acting as the key conduit and building relationships between home and school.

Q) Will I be responsible for managing Hub pupils' behaviour and their well being?

A) You will be responsible for setting and implementing the Toynbee Expectations (Behaviour Policy), whilst also building relationships with pupils to maximise their potential. The role is a fantastic opportunity to make a difference with pupils that find traditional school curriculum and environment more challenging.

Q) Will I be working on my own?

A) Definitely not! You will be part of a team of staff, all who are focused on supporting all our pupils to ensure they have the very best experience at Toynbee and are able to transition to the next stage of their education.

Toynbee School Job Description

Post	Guidance Manager (Hub)	Current Post Holder	
Allowance/ Scale	EHCC Grade E	Date Reviewed	
		Signed	

Accountability:

The Guidance Manager will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Hub Leader

Job Purpose:

- To lead the day to day provision for a designated group of students that are either at risk of suspension or not engaging in school.
- To deliver effective tutor sessions to the pupils focusing on Personal Development, whilst delivering supervisory sessions to enable pupils to make academic progression and emotional and social development.
- To ensure effective communication with the families of these students to engage them as key stakeholders in their child's educational experience.
- To follow up on all matters relating to attendance, behaviour, uniform and other aspects of day-to-day routines.

Profile and Responsibilities: (Local specific from job profile)

1. Leadership

- Be the main point of contact for all day-to-day matters relating to Hub pupils.
- Under the direction of SLT and the Hub Leader, establish a positive culture, ethos and expectations within the Hub, ensuring pupils feel safe, supported and ready to learn.
- Ensure all communications relating to Hub pupils are shared with relevant members of staff, parents and external agencies.
- Build positive relationships with pupils, staff and parents, maintaining the Toynbee core values of 'Respect' and 'Personal Best'
- Line Management responsibilities as required

2. Safeguarding

- Undertake Safeguarding Training and act as a member of the Safeguarding Team
- Respond to safeguarding related incidents, reporting directly to the DSL
- Ensure Safeguarding and Child Protection Policies are followed

3. Pupil Supervision

- Prepare and deliver Tutor sessions to Hub pupils, following the school's 'Personal Development (PSHE) Programme', (refining the sessions as appropriate to meet the needs of the pupils)
- Supervise Hub pupils during their Break and Lunch times
- Support Qualified Teachers as appropriate during Hub lessons
- Supervise pupils while they complete Entry Pathway qualifications, under the direction of the SENCO
- Facilitate, support or be able to deliver PE sessions for Hub pupils

4. Attendance, Behaviour and Interventions

- Ensure accurate attendance records are maintained for Hub pupils, following up on absence in line with the school's attendance policy.
- Establish a positive working environment for pupils in the Hub
- Implement the school's Behaviour policy on all matters and procedures relating to rewards and discipline.
- Ensure pupil behaviour and CPOMS logs are kept up to date and appropriate action is taken as and when required.
- Ensure the uniform policy is implemented.
- Supervise pupil detentions or 'Internal Inclusion' sessions as directed by SLT
- Plan and deliver 1-2-1 sessions with pupils, as appropriate

5. Communication

- Liaise with parents and staff on pupil academic, behaviour and welfare matters keeping them informed regarding as appropriate.
- Respond to and follow up on parental enquiries.
- Ensure all pupil records are kept up to date and that relevant information is disseminated to staff.
- Assist with the preparation of pupil reports and letters to parents
- Provide effective liaison with outside agencies including Childrens Services and CAMHS.

6. Other duties

- Cover for Pastoral staff as required
- Represent the school at events and meetings as required.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Guidance Manager - Hub at Toyndbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toyndbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toyndbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toyndbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher